USER GUIDE 3 REGISTRY OF DEEDS CHARTER AND CHARGES

West Riding Registry of Deeds User Charter for Legal Clients

Legal clients can expect the following standards of service from West Yorkshire Archive Service: Wakefield.

The West Riding Registry of Deeds consists of 13,000 volumes of registered memorials and copies of land transactions that took place within the county of the West Riding of Yorkshire between 1704 and September 1970.

The West Yorkshire Archive Service has the task of preserving this unique record of property transactions whilst also providing copies of deeds for legal purposes.

1 Deeds Copy Order Forms will be logged and receipted on the day of arrival.

2 Payment must be made in advance of work commencing on searches and copying.

3 The search for a deed will be made within two working days from receipt of order. Copies of deeds located will be despatched within a maximum of four working days from receipt of order.

4 When a search is undertaken and no reference is found to the relevant document the copying fee will be refunded.

5 The copy deed will specify clearly the nature of the copy (i.e. Office or Certified). Where an Office Copy has been supplied the plans registered will be supplied in black and white. Where a Certified Copy has been supplied any plans registered will be supplied in colour and the copy will be certified by two members of staff as an accurate copy.

6 Deeds will be despatched via the DX system if the firm is a member of that system and supplies a DX address.

West Yorkshire Archive Service
West Yorkshire Joint Services

West Riding Registry of Deeds Charges for Legal Use

Deed Search	£53.00

A search fee is charged if no registration details are given.
(Registration details are year, volume number, page number and deed number)

Deed Office Copy	£41.00

Any plans registered will be supplied in black and white.

Deed Certified Copy	£60.00

Any plans registered will be supplied in colour. The copy will be certified as an accurate copy.

Charges inclusive of VAT (Reg. no. 171 3131 04)

To order a search for, or a copy of, a deed, please complete a Deeds Order Form and send along with payment to the address below. Payment needs to be made in advance, and cheques/postal orders should be made payable to Wakefield Metropolitan District Council.

Overseas payment should be made in pounds sterling by International Money Order or by a cheque drawn on a British bank.

We can also accept credit/debit card payments using the following cards: Mastercard, Visa, Switch, Maestro/Visa Debit or Solo.

If we are unable to locate the deed requested a refund will be made of the copy fee.

West Yorkshire Archive Service: Wakefield
Registry of Deeds
Newstead Road
Wakefield
WF1 2DE

Telephone 01924 305980
Fax 01924 305983
e-mail deeds@wyjs.org.uk

DX 713273 WAKEFIELD